

INSURANCE DEPARTMENT
JOB OPPORTUNITY

FISCAL/ADMINISTRATIVE OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 153 Market Street, Hartford, CT

Job Posting No: 101969

Hours: 40 hours per week

Salary: \$60,593 - \$78,332 (AR-23)

Closing Date: October 15, 2012

Eligibility Requirement: Candidates must have applied for and passed the **Fiscal/Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

This position will independently conduct professional working level duties related to the application, receipt and maintenance of federal grants provided to Insurance Department (CID) and The Office of the Healthcare Advocate (OHA); prepares federally required reports related to grants; administers contracts from RFP to the selection of the vendor, the terms and conditions, authorizes payments and monitors budget; assists in CID budgeting preparation process and maintains budget control of various accounts; responsible for asset management for CID and OHA, supervises payroll.

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management. Knowledge of the following CORE-CT modules: Human Resources, Financial and Asset Management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g, accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. 3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. 4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) by close of business on ***Monday, October 15, 2012 to :**

Carmen Hernandez, Human Resources Assistant
Insurance Department, P.O. Box 816, Hartford, CT 06142-0816
Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

Or by E-MAIL: CID.HR@CT.GOV

***Incomplete or late application packages will not be considered.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.